

# **National Highway Institute (NHI)** **Instructor Certification Program**

[www.nhi.fhwa.dot.gov](http://www.nhi.fhwa.dot.gov)

## **WHAT**

The NHI Instructor Certification Program provides a method to assess continuous skill improvement of NHI instructors. NHI's approach to certification is built on a set of instructor competencies selected from a validated competency list of the American Society of Training and Development (ASTD):

- Application of Adult Learning Theory
- Communication Skills
- Facilitation/Trainer Skills
- Positive Behavior Modeling Skills
- Classroom Management
- Subject Matter Expertise

## **WHO**

NHI instructor certification is reserved for FHWA and contract instructors who are currently or will be involved in the delivery of NHI courses within the next 12 months.

An NHI course is defined as a course offered through the NHI catalog and scheduled through NHI. When someone uses NHI course materials to provide training without going through the NHI scheduler, the courses are not NHI courses.

## **HOW**

1. Submit a resume to NHI for determination of subject matter expertise that meets Program Office criteria
2. Become a candidate for certification by:
  - A. Completing the NHI Instructor Development Course (IDC) successfully or
  - B. Demonstrating in a regular classroom environment required competencies and skills within 12 months of completion of the IDC. This is only necessary if a learner is identified at the end of the IDC course as requiring additional mentoring. A Master Trainer will then serve as a resource to the learner prior to the certification observation at which time the learner has to demonstrate the required skills and competencies to the Master Trainer to be certified.

3. Complete one of the following three options successfully after becoming a candidate and within 12 months of the IDC as the final step in the certification process

#### Option 1: Survey

The learners of a NHI course taught by a candidate will complete an Instructor Certification Evaluation at the conclusion of the NHI course. Evaluations from three consecutive training events must be completed for each candidate.

The candidate will be awarded certification upon achieving consistently 4.5 points or higher, with 5 points being the highest on the Instructor Certification Evaluations. The instructor is responsible for sending the evaluations to Debbie Gwaltney, National Highway Institute, 4600 N. Fairfax Drive, Suite 800, Arlington, VA 22203.

#### Option 2: Video Tape

The candidate must provide a two-hour videotape to include one complete lesson but no more than two complete lessons. If two complete lessons take less than two hours that is acceptable. The taped course does not have to be a NHI course. However, it is expected that the course will allow all of the required competencies to be demonstrated.

The videotape and the lessons plans of the lesson(s) are to be sent to Debbie Gwaltney, National Highway Institute, 4600 N. Fairfax Drive, Suite 800, Arlington, VA 22203 for evaluation. A Master Trainer will review the lesson(s) and upon successful demonstration of the required competencies the candidate will receive certification from the Master Trainer.

#### Option 3. Video Conference

The candidate must provide access to a two-hour videoconference to include one complete lesson but no more than two complete lessons. If two complete lessons take less than two hours that is acceptable. The taped course does not have to be a NHI course. However, it is expected that the course will allow all of the required competencies to be demonstrated. Lesson plans of the lesson(s) being taught must be sent to Debbie Gwaltney, National Highway Institute, 4600 N. Fairfax Drive, Suite 800, Arlington, VA 22203 prior to the videoconference.

The Master Trainer will observe the videoconference and the candidate will receive certification from the Master Trainer upon successful demonstration of the required competencies and skills.

### **MENTORING SERVICE**

If the candidate is identified at the end of the any of the three (3) certification options as requiring additional mentoring, a Master Trainer will then schedule a visit observe the candidate conducting an actual course. At which time the learner has to demonstrate the required skills and competencies to the Master Trainer to be certified. The candidate is limited to a maximum of two site visits.

### **RECERTIFICATION**

Recertification is required every three (3) years and is accomplished by one of the three (3) options outlined for certification. The Certified Instructor will be notified by NHI 12 months prior to the instructor's recertification due date.